

Sample Walkaway Guidance Quick Sheet

Name: _____

MIS#: _____

Date of Birth: _____

Age: _____

Height: _____

Weight: _____

Allergies:

Medications:

Concerns while unsupervised in community:

Level of Supervision per ISP:

Communication Style: ☐ Verbal ☐ Limited Verbal ☐ Non-Verbal ☐ ASL ☐ Gestures ☐ AAC Device

Unsupervised time in the community: ☐ Yes ☐ No If yes, specify parameters: _____

Precursor Behaviors:

Antecedent Settings:

Preventative Strategies:

Reactive Strategies:

Once unable to locate:

Who to contact:

Name	Title	Phone Number	When to Contact

Possible locations to search:

Location Name	Address	Phone Number

If Located:

Primary Contact: _____

Secondary Contact: _____

Strategies to support:

Additional Information:

Form Reviewed By:

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Individual Walkaway Guidance Quick Sheet Companion Document

Purpose:

This document is designed to accompany the Walkaway Quick Sheet and should be completed during a planning team meeting involving the Supports Coordination Agency (SCA), guardian, provider agency representatives, and any other relevant team members. This document ensures a comprehensive understanding of the individual's supervision needs and strategies to prevent and or respond to walkaway incidents. All staff should be trained on this document, and it should be reviewed after each walkaway incident to determine if updates are necessary.

Individual Information

- **Name:**
 - **Date of Birth:**
 - **DDD ID / ISP ID:**
 - **Primary Diagnosis:**
 - **Behavioral Diagnosis (if any):**
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Concerns While Unsupervised in the Community

- **Medical Concerns:**
(e.g., seizures, diabetes, allergies, medication dependency)
 - **Behavioral Concerns:**
(e.g., aggression, self-injury, elopement history, poor impulse control)
 - **Deficiency in Community Safety Skills:**
(e.g., inability to recognize danger, lacks awareness of traffic, strangers, etc.)
 - **Risks of Being Unsupervised:**
(e.g., victimization, exploitation, inability to communicate needs, history of getting lost)
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Supervision and Communication

- **Current Supervision Level (as outlined in ISP):**
(e.g., 1:1, line of sight, periodic checks, etc.)
 - **Unsupervised Time in the Community (if applicable): (duration, timeframe, conditions, parameters)**
 - **Communication Methods Used by Individual:**
(e.g., verbal, AAC device, gestures, PECS, communication app)
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Behavioral Considerations

- **Precursor Behaviors to Walking Away:**
(e.g., pacing, agitation, refusal of directives, packing bags, talking about leaving)
 - **Antecedent Setting Events:**
(e.g., changes in routine, staff changes, conflict, sensory overload)
 - **Proactive Interventions (from BSP):**
(e.g., scheduled breaks, sensory activities, preferred routines, increased engagement)
 - **Reactive Interventions (from BSP):**
(e.g., verbal redirection, calling for support, following from safe distance)
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Response Plan for Walkaway Incidents

Immediate Actions:

- Notify internal staff as per protocol.
- Contact guardian/legal representative.
- Notify local authorities and Human Services Police if not found upon initial search.
- Refer to tracking device if available.

Contact Information for Notifications:

Name	Role	Contact Info	Preferred Method
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Possible Locations the Individual May Go:

(Include known addresses, favorite places, past walkaway destinations, relatives, etc.)

Actions to Take Once the Individual Is Located:

- Assess for injury or distress.
- Notify appropriate contacts listed above.
- Debrief with the individual (if appropriate).
- Submit an incident report to the [DDD Office of Risk Management](#)
- Hold planning team meeting to review and assess plan effectiveness.

Tracking Devices

- **Device Type:**
- **Provider/Manufacturer:**
- **How It Is Used:**
(e.g., GPS tracking via app, worn on wrist, real-time monitoring)
- **Who Has Access to Device Tracking Info:**
(Include contact info if applicable)

Additional Notes & Considerations

(Use this space to include any information not addressed above but relevant to the individual's safety and support.)

Signatures

Name	Role	Signature	Date
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Instructions: This quick sheet is designed to be completed during a planning team meeting that includes all relevant parties, such as the SCA, guardian, and provider agency representatives. This quick sheet must be tailored to the individual's specific needs. All staff members involved in supporting the individual should undergo training on this quick sheet. Furthermore, it is recommended to review this quick sheet following each incident of the individual walking away, to assess whether any modifications are required. Within this document include concerns while unsupervised in the community, detailing potential medical and/or behavioral concerns, deficiency in community safety skills, and/or risk of

being unsupervised. It is important to include a comprehensive description of the current supervision level provided to the individual, the methods of communication they utilize, and whether they have unsupervised time within the community, along with specifics about the duration of that time. Provide any additional pertinent information, including precursor behaviors, antecedent setting events, proactive interventions, and reactive interventions outlined in the Behavior Support Plan. List contact information for who needs to be notified of the walkaway even and possible locations the individual may be located. Include actions to take once the individual is located, and any other concerns not addressed within this quick sheet. If the person has any tracking devices, provide detailed information on the type of device and how it is utilized. It is recommended that this entire document is referenced in the Individual Support Plan (ISP) and uploaded to iRecord.

Important Note This document serves as a sample. Agencies are encouraged to develop their own protocols that meet the unique needs of the individual while aligning with agency policies and applicable Division Circulars.

Law Enforcement Information Sheet

Section 1

Recent Picture



Date of Birth: _____ Age: _____

Height: _____ Weight: _____

Eye color: _____ Hair Color: _____

Allergies:

Medications:

Currently wearing:

Name: _____

Concerns while unsupervised in community (medical and/or behavioral concerns):

Communication Style: ☐ Verbal ☐ Limited Verbal ☐ Non-Verbal ☐ ASL ☐ Gestures

Section 2:

Possible locations:

Location Name	Address	Phone Number

If Located:

Contact: _____

Strategies to support: _____

Law Enforcement Information Sheet Instructions Guide

Section 1: This section should contain all relevant demographic information and the most recent photograph of the individual. If the individual frequently alters their appearance, it is advisable to update pictures regularly. Provide a description of what the individual was last seen wearing. Only include allergies and medications that are relevant in the context of a timely response to ensure the individual's health and safety (i.e., Heart, Blood Pressure, Diabetes, Seizures, Respiratory, Immunosuppressant, Antipsychotics, etc.). Include any concerns (medical and/or behavioral) while unsupervised in the community and their communication style.

Section 2: In this section should include previous and potential locations where the individual may be found. Include information on what to do once the individual has been found, including who to contact and ways that law enforcement can support the individual (i.e., calming tone, relaxed posture, explaining they are not in trouble, etc.) while waiting for staff or transporting the individual home.

DDD Walkaway Prevention Resources

Documents

[DDD Walkaway Prevention Bulletin](#) – The New Jersey Department of Human Services, Division of Developmental Disabilities (DDD) issued guidance on managing walkaway incidents, defined as when an individual leaves a premises without authorization or supervision, creating potential safety risks. The bulletin establishes consistent procedures to prevent walkaways, ensure timely response, and maintain the safety and rights of individuals served.

[DDD Resource Team Walkaway Prevention Webinar](#) – This checklist provides a structured guide to ensure all critical details are documented when an individual leaves a supervised setting without authorization. The checklist standardizes incident reporting for walkaways, helps identify causes and risks, and ensures accountability while supporting prevention and staff training.

[Walkaway Checklist](#)- The DDD Office of Risk Management developed this checklist to help staff capture all the necessary information for submitting an incident report coded WK101, which pertains to a walkaway event. A walkaway event refers to the act of an individual who leaves the premises without authorization who may be considered dangerous to self or others or is otherwise at risk. May require law enforcement notification when the individual cannot be located on campus or after an initial search of the premises as per Administrative Order 2:05.

Webinars

Walkaway Behavior Prevention: Walkaway refers to when an individual leaves without authorization or supervision. This workshop will cover walkaway behavior, risks, causes, interventions, and protocols for reporting incidents.

Course Duration: 45 minutes. Please email DDD.ResourceTeam@dhs.nj.gov to schedule a webinar.

Walkaway Incident Reports and the Walkaway Checklist: This workshop is organized by the DDD Office of Risk Management's Incident Reporting Unit. It is designed to provide participants with a comprehensive understanding of the requirements and procedures necessary for effectively reporting and documenting a walkaway incident.

Course Duration: 45 minutes Please email DDD-ORM.Training@dhs.nj.gov to learn more about this webinar.